

MEMO

To: All Administrators

From: Noel Zabriskie

Date: November 20, 2003

Re: (Entry Years Enhancement) EYE Teacher Portfolio

Teachers who come under the (Entry Years Enhancement) EYE requirements are to compile a portfolio. Below is an extract of the related rules.

Pending further information and clarification from the Utah State Office of Education, please work with teachers in the compilation of the portfolio. Our emphasis as a district is to center on the INTASC principles of teaching as well as the reflection components of our district's teacher evaluation instrument.

R277. Education, Administration.

R277-522. Entry Years Enhancements (EYE) for Quality Teaching - Level 1 Utah Teachers.

R277-522-1. Definitions.

L. "Working portfolio" means a collection of documents prepared by a Level 1 teacher and used as a tool for evaluation.

R277-522-3. Required Entry Year Enhancements (EYE) for a Level 1 Teacher to Advance to a Level 2 License.

D. Compilation of a working portfolio:

(1) The portfolio shall be received by the employing school district and reviewed by USOE staff on a random sampling basis or upon request during the Level 1 teacher's second year of teaching.

(2) the portfolio shall be based upon INTASC principles; and may:

(a) include teaching artifacts;

(b) include notations explaining the artifacts; and

(c) include a reflection and self-assessment of his or her own practice; or

(d) be interpreted broadly to include the employing school district's requirement of samples of the first year teaching experience.

EYE Portfolio Comparison with Teacher Evaluation

“Working Portfolio”	Teacher Evaluation
<p>D. Compilation of a working portfolio:</p> <p>(1) The portfolio shall be received by the employing school district and reviewed by USOE staff on a random sampling basis or upon request during the Level 1 teacher's second year of teaching.</p> <p>(2) the portfolio shall be based upon INTASC principles; and may:</p> <p>(a) include teaching artifacts;</p> <p>(b) include notations explaining the artifacts; and</p> <p>(c) include a reflection and self-assessment of his or her own practice; <i>or</i></p> <p>(d) be interpreted broadly to include the employing school district's requirement of samples of the first year teaching experience.</p>	<p>The principal reviews the portfolio to ensure it meets EYE Requirements. The teacher compiles the portfolio primarily from data gathered through teacher observations and evaluations.</p> <p>INTASC Standards are listed on pages 14-15</p> <p>-Provisional Educator Portfolio Entry Page 30 Appendix A Data Sources Pages 41-54</p> <p>-Provisional Educator Portfolio Entry Page 30 -Appendix A Data Sources Pages 41-54</p> <p>-Post-Observation Reflection Worksheet Page 35</p> <p>-Provisional Educator Portfolio Entry Page 30 -Appendix A Data Sources</p>

Teacher Evaluation Instrument

Portfolio Development Administrators Conference August 2004

Portfolios

What is the purpose of a portfolio?

- Framework for self-assessment and evaluation
- Framework for collaborative assessment and evaluation
- Record and display of professional goals, growth, and achievement
- Foundation for career-long self-directed professional development

For the educator, a professional portfolio is a thoughtfully organized collection of artifacts that illustrates:

- Professional status
- Pedagogical expertise (theory of teaching)
- Subject matter knowledge
- Knowledge of learning process
- Professional and personal attributes that contribute to teaching

Compilation of a Working Portfolio

- Include teaching artifacts;
- Include notations explaining the artifacts;
- Include a reflection and self-assessment of his or her own practice;
- Be interpreted broadly to include the employing school district's requirement of samples of the first year teaching experience.
- Lesson plans and/or student work

Tips for ease of assembly and organization

- Use a good quality three-ring binder
- Begin with an identification page which includes, name, address and telephone number: Pictures are optional
- Place multiple-page or otherwise irregularly shaped entries in plastic sleeves or pockets. Do not damage any artifact to include it. For example, do not hole-punch a certificate, Rather, put it in a plastic sleeve.
- Include a table of contents that identifies the overall organization of the portfolio. Dividers may be helpful.